



# Vacancy Announcement

Embassy of the United States of America  
Bujumbura, Burundi

**Vacancy Announcement No. 2010-30**

**June 24, 2010**

**Open To:** All Interested Qualified US Embassy LE Staff

**Position:** Motor pool Dispatcher FSN 1010-05

**Opening Date:** Immediate

**Closing Date:** June 30, 2010

**Work Hours:** Full-time; 40 hours/week

The U.S. Embassy in Bujumbura is seeking an individual for the position of a Motor pool Dispatcher.

## **BASIC FUNCTIONS**

Plans, directs, coordinates and controls the use of motor vehicles and chauffeurs to provide efficient transportation service to the embassy.

## **MAJOR DUTIES AND RESPONSIBILITIES**

- Performs motor vehicle dispatching duties.
- Receives telephoned and written requests for scheduled, assigned, and as-needed transportation service, and dispatches chauffeurs and vehicles to meet these requests, utilizing priorities established by supervisor as necessary.
- Instructs chauffeurs as to the details of their assignments, and inspects their appearance and that of their vehicles. Advises the motor pool supervisor concerning chauffeurs' performance and recommends disciplinary action if necessary.
- Directly supervises and provides daily work guidance and assignment to the drivers
- Initiates trip reports and checks the completed reports turned in by chauffeurs.
- Maintains records and prepares reports on vehicle operations.
- Designs preventive maintenance schedule for all vehicles, and insures that vehicles are sent to the garage for periodic maintenance in accordance with the established schedule.
- May operate motor pool vehicles and serve as duty driver
- Assists the GSO and Motor pool supervisor as needed and performs other duties as assigned

**A copy of the complete position description listing all duties and responsibilities is available at <http://burundi.usembassy.gov/resources/employment-opportunities>.**

## **QUALIFICATIONS REQUIRED**

**Education** - Completion of secondary school is required.

**Prior Work Experience** - At least two years of dispatcher and chauffeur experience is required.

**Post Entry Training** – Formal training may be provided in defensive and secure driving techniques.

**Language Proficiency** – Level III written and spoken English ability (good working knowledge) is required. Level IV French and Kirundi and Swahili level II.

**Skills and Abilities** - Computer literacy with database, word and excel processing skills are required. Strong interpersonal skills in order to deal effectively with customers under stressful circumstances negotiate assignments for conflicting requests, etc. Must have a local driver's license.

## **POSITION ELEMENTS**

**Supervision Received:** Supervision is received from the Motor pool supervisor.

**Available Guidelines:** FAM, clearly applicable and limited in scope local instructions.

**Exercise of Judgment:** Judgment is exercised in planning, directing, and coordinating use of equipment and personnel resources, and in establishing priorities in vehicle use.

**Authority to Make Commitments:** N/A

**Nature, Level and Purpose of Contacts:** As the supplier of vehicles, is in contact with the Chancery and the GSO employees, and has to be able to deal with them correctly

**Supervision Exercised:** Provides and supervises daily work assignments to motor pool drivers

**Time Required to Perform Full Range of Duties after Entry into the Position:** Six months.

## **SELECTION PROCESS**

When fully qualified, US Citizen Eligible Family Members (USEFMs) and US Veterans are given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

## **ADDITIONAL SELECTION CRITERIA**

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Currently employed US Citizen EFMs who hold a FMA appointment are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
4. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.

## **TO APPLY**

The application form is available on the Bujumbura Embassy Internet Site at <http://burundi.usembassy.gov/resources/employment-opportunities> and click on the link

“Application form.” Interested applicants for this position must submit the following or the application will not be considered.

1. Application for US Federal Employment (SF-171 or OF-612); and a current resume or curriculum vitae that provides additional information to the OF-612; plus
2. Candidates who claim US Veterans preference must provide a copy of their Form DD-214 with their application.
3. All documentation (e.g., essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.

**CLOSING DATE FOR THIS POSITION: June 30, 2010 at 5:15 pm.**

SUBMIT APPLICATION TO:  
Human Resources Office  
American Embassy Bujumbura  
Avenue des Etats-Unis  
B.P 1720 Bujumbura  
Ref.: Position Title

*The US Mission in Bujumbura provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.*

*The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited Human Resources practices, and/or courts for relief.*

## DEFINITIONS

1. US Citizen Eligible Family Member (USEFM) – For purposes of receiving a preference in hiring for a qualified position, an EFM who meets the following criteria:

- US Citizen; and,
- EFM (see above) at least 18 years old; and,
- Listed on the travel orders of a direct-hire Foreign, Civil, or uniformed service member assigned to or stationed abroad with a USG agency that is under COM authority, or at an office of the American Institute in Taiwan; and either:
  1. Resides at the sponsoring employee's or uniformed service member's post of assignment abroad or at an office of the American Institute in Taiwan; or
  2. Resides at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under 3 FAM 3232.2.

2. EFM: An individual related to a US Government employee in one of the following ways:

- Spouse;
- Child, who is unmarried and under 21 years of age or, regardless of age, is incapable of self-support. The term shall include, in addition to natural offspring, stepchildren and adopted children and those under legal guardianship of the employee or the spouse when such children are expected to be under such legal guardianship until they reach 21 years of age and when dependent upon and normally residing with the guardian;
- Parent (including stepparents and legally adoptive parents) of the employee or of the spouse, when such parent is at least 51 percent dependent on the employee for support;
- Sister or brother (including stepsisters and stepbrothers, or adoptive sisters or brothers) of the employee, or of the spouse, when such sibling is at least 51 percent dependent on the employee for support, unmarried, and under 21 years of age, or regardless of age, incapable of self-support.

3. Member of Household (MOH) – An individual who accompanies a direct-hire Foreign, Civil, or uniformed service member permanently assigned or stationed at a U.S. Foreign Service post or establishment abroad, or at an office of the American Institute in Taiwan. An MOH is:

- Not an EFM; and,
- Not on the travel orders of the sponsoring employee; and,
- Has been officially declared by the sponsoring USG employee to the COM as part of his/her household.

A MOH is under COM authority and may include a parent, unmarried partner, other relative or adult child who falls outside the Department's current legal and statutory definition of family member. A MOH does not have to be a US Citizen.

4. Not Ordinarily Resident (NOR) – An individual who:

- Is not a citizen of the host country; and,
- Does not ordinarily reside (OR, see below) in the host country; and,
- Is not subject to host country employment and tax laws; and,
- Has a US Social Security Number (SSN).

NOR employees are compensated under a GS or FS salary schedule, not under the LCP.

5. Ordinarily Resident (OR) – A Foreign National or US citizen who:

- Is locally resident; and,
- Has legal, permanent resident status within the host country; and,
- Is subject to host country employment and tax laws.

EFMs without US Social Security Numbers are also OR. All OR employees, including US citizens, are compensated in accordance with the LCP.